

Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

October 22, 2020

PARTICIPANTS PRESENT: Catherine Bacik, Ilia Desjardins, Jim Allen, Robert Gudman, Virginia Trovato, Steve Ferguson, Mary Stephenson, Sarah Skrobis, Diantha McCauley, Marian Hackney

ABSENT: Kevin Osborne, Kathy Guisewite, Michael Parrott, Renee Adair, Alisa Cummings

Due to safety recommendations by health professionals in response to the COVID-19 pandemic, the Board met via Zoom. It was determined a quorum was present and Catherine opened the meeting. A copy of the September 2020 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made to accept the minutes. Motion passed unanimously.

TREASURER'S REPORT: Robert sent a copy of the treasurer's report to members prior to the meeting. The Edwards estate settlement is completed and the check for donation to the TBC has been received. Cardinal Tax & Finance is ready to do the annual financial review. A MOTION to approve \$515 for the annual review was presented and passed unanimously. The Community Foundation is one of the options Robert is exploring to secure a better interest rate for the investment account. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

STAFF REPORT: The monthly Staff Report was sent via email to Board members and will be on file. Two new patrons signed up in October. Elaine joined the meeting briefly to express appreciation for the farewell gift card. Shannon has been hired in her position and will start Monday, Oct. 26. The Duplication on Demand machine has arrived and training for its use is in progress.

Ilia gave 350 rack cards to include in the bags being distributed at the Augusta County Senior Health Fair drive-through events being held in 3 different locations during November. Ilia welcomes help to make or design some ornaments for a tree in Rockbridge. These need to be in Lexington by November 23. Those interested in helping design a display for Celebration of Holiday Lights held in Staunton's Gypsy Hill Park from Nov. 23 to Jan. 1, 2021, please contact Cat.

Ilia provided an extensive overview on the history of Talking Books with information on how the process works and the services provided today. The presentation is available upon request.

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: See Treasure's report.

Strategic Action Plan Committee: No new report.

Development Committee: Plans for the Christmas Drawing Fundraiser were presented. This can be promoted on Facebook but would also be done at outdoor tables in several locations in the community for several weeks during December. Donations would be accepted and contact information collected for those wanting to enter the drawing. Virginia will contact Red Beard as a possible option to do cross advertising. It is recommended prizes be limited to two or three items and promote local businesses. One item could be a gift basket filled with smaller items. Please contact Cat with additional ideas for placement of tables or prizes.

Nominating Committee: Alisa asked to be moved to the Outreach Committee. Marian will be added to Nominating Committee. Committees assignments are as follows:

Finance: Robert, Chr., Sarah, Diantha

Development: Michael, Chr., Virginia, Renee

Nominating: James, Kevin, Marian, Cat

Outreach: Marian, Chr., Kathy, Steve, Alisa

Strategic Action Plan: Robert, Chr., Mary, Ilia

Outreach Committee: No new report.

OLD BUSINESS: None discussed

NEW BUSINESS:

A MOTION was presented to combine the November and December meetings into one to be held on Dec. 3rd. Motion passed unanimously.

Motion to adjourn passed unanimously.

The next meeting will meet via Zoom on **December 3, 2020 at 4:00 PM.**

Marian Hackney, Secretary TBC